

TABLE OF DISCIPLINARY OFFENSES AND PENALTIES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)

OFFENSES	FIRST OFFENSE	PENALTIES SECOND OFFENSE	THIRD OFFENSE
<u>Relationships with the Public</u>			
1. Discourteous conduct to the public. ([5 U.S.C. 7503(a)] as confirmed by immediate supervisor's report of 4 such instances in a 1-year period or any other pattern of discourteous conduct.)	Written reprimand	1-7 day suspension to removal	7-day suspension to removal
<u>Safety and Health</u>			
2. Violation of traffic laws, safety regulations, instructions for safe driving or other prescribed safe practices; failure to report accident or injury; failure to use protective clothing/ equipment.	Written reprimand	3-day suspension to removal	7-day suspension to removal
3. Sleeping on duty when safety of persons or property is endangered.	1-day suspension to removal	3-day suspension to removal	Removal
4. Unauthorized smoking.	Written reprimand to 3-day suspension	3-10 day suspension	7-day suspension to removal
5. Requiring/allowing subordinates to perform work in unsafe/unhealthy conditions.	Written reprimand to removal	3-day suspension to removal	7-day suspension to removal
<u>Security</u>			
6. Violation of a security regulation, including failure to safeguard classified material.	Written reprimand to removal	3-day suspension to removal	7-day suspension to removal

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7. Violation of an Information technology security regulation.	Written reprimand to removal	1-day suspension to removal	7-day suspension to removal
<u>Outside Employment and Interests</u>			
8. Failure to obtain required clearance of official speech or article.	Written reprimand to 3-day suspension	3-14 day suspension	7-day suspension to removal
9. Failure to pay just financial obligation without sufficient cause.	Written reprimand to 3-day suspension	3-7 day suspension	7-14 day suspension
10. Conducting unauthorized personal business or other affairs while on duty status; unauthorized canvassing, soliciting, or peddling.	Written reprimand to 3-day suspension	3-14 day suspension	7-day suspension to removal
11. Performing unauthorized employment or engaging in private business activities of a prohibited nature.	Written reprimand to 3-day suspension	3-14 day suspension	7-day suspension to removal
12. Engaging, directly or indirectly, in financial transactions which create real or apparent conflicts of interest.	Written reprimand to 3-day suspension	3-14 day suspension	Removal
13. Improper political activities [5 U.S.C. 7326].	Removal (on appeal, MSPB may mitigate to 30-day suspension by unanimous vote [5 U.S.C. 7326])		

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<u>Use of Government Property</u>			
14. Use of or allowing use of Government funds or property, including computers, personnel, or other resources for unauthorized purposes; willful or negligent loss, damage, or defacement.	Written reprimand to 14-day suspension	3-day suspension to removal	7-day suspension to removal
15. Unauthorized possession of Government property or the property of others.	Written reprimand to removal	3-day suspension to removal	Removal
16. Use of or allowing use of Government motor vehicles, aircraft, etc., including the unauthorized transportation of passengers for other than official purposes.	Written reprimand to 14-day suspension	3-day suspension to removal	Removal
17. Willful misuse of a Government vehicle [31 U.S.C. 1349(b)].	30-day suspension	Removal	to removal
18. Operation of Government-owned or leased vehicle without valid license.	Written reprimand to 14-day suspension	3-day suspension to removal	Removal
<u>Attendance and Leave</u>			
19. Unexcused or unauthorized absence from the job during working hours or any scheduled day of work (AWOL), including tardiness.	Written reprimand	1-5 day suspension	Removal
20. Failure to follow established leave procedures.	Written reprimand	1-5 day suspension	Removal

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<u>Personal Conduct or Character</u>			
21. Conduct demonstrating untrustworthiness or unreliability.	Written reprimand to 3-day suspension	3-14 day suspension	7-day suspension to removal
22. Falsification, misstatement, exaggeration, or concealment of fact in connection with employment, promotion, attendance, or any record, investigation, or other proper proceeding.	Written reprimand to removal	3-day suspension to removal	Removal
23. Immoral, indecent, unethical, criminal, infamous, dishonest, or notoriously disgraceful conduct.	Written reprimand to removal	3-day suspension to removal	7-day suspension to removal
<u>Conduct on the Job</u>			
24. Gambling or unlawful betting or promotion of gambling or lotteries on Government premises. [5 CFR 735.201]	Written reprimand to 3-day suspension	3-day suspension to removal	7-day suspension to removal
25. Unauthorized possession or being under the influence of alcohol while on duty.	Written reprimand	3-day suspension to removal	7-day suspension to removal
26. Possession, use, or being under the influence of illegal drugs.	Removal (see NASA Plan for a Drug-free Workplace – NPG 3792.1A)		
27. Loafing, willful idleness, wasting time, or sleeping on duty when safety of persons or property not endangered.	Written reprimand to 5-day suspension	3-day suspension to removal	7-day suspension to removal

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28. Improper use of official identification/credential card or badge, Government credit card, official information, or official authority without official authorization.	Written reprimand to removal	1-day suspension to removal	7-day suspension to removal
29. Negligence or careless workmanship in performance of duty resulting in waste of public funds, inefficiency, or delay in production; covering or attempting to conceal defective work; removing or destroying same without permission.	Written reprimand to 7-day suspension	3-14 day suspension	7-day suspension to removal
30. Failure or delay(s) in carrying out official assignments or orders.	Written reprimand to 3-day suspension	3-14 day suspension	7-day suspension to removal
31. Insubordination/disobedience to authorities or refusal to carry out any proper order.	Written reprimand to removal	3-day suspension to removal	Removal
32. Refusal to answer appropriate interrogation during a properly authorized inquiry.	Written reprimand to removal	1-day suspension to removal	7-day suspension to removal
33. Borrowing money from, obtaining co-signature of, or coercing subordinates to lend money or co-sign for financial obligations.	Written reprimand to removal	3-day suspension to removal	7-day suspension to removal
34. Requiring/allowing subordinates to perform non-official work.	Written reprimand to removal	3-day suspension to removal	7-day suspension to removal
35. Solicitation or acceptance of gift or gratuity which might reasonably be interpreted as tending to influence the performance of official duties.	Written reprimand to removal	7-day suspension to removal	Removal

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36. Use or attempted use of influence or pressure to secure favor in the appointment, transfer, advancement, or retention of a relative in NASA.	1-day suspension to removal	3-day suspension to removal	Removal
37. Gifts to official supervisors, including soliciting contributions for gift or present to those in superior official positions; accepting gifts or presents from Government employees receiving lower salary, or making donations as a gift or present to official supervisors [5 U.S.C. 7351].	Written reprimand to 14-day suspension	7-day suspension to removal	Removal
38. Violations of merit system principles or procedures with a demonstrable/possible adverse effect on one or more persons.	Written reprimand to removal	3-day suspension to removal	7-day suspension to removal
<u>Workplace Violence Issues</u>			
39. Engaging in dangerous horseplay; threatening or attempting to inflict bodily injury to another; fighting; negligent or intentional injury to person or property of others.	3-day suspension to removal	7-day suspension to removal	Removal
40. Disrespectful conduct; creating a disturbance; use of abusive or obscene language to or about others; or making slanderous, defamatory, or knowingly false statements concerning another Government employee.	Written reprimand to removal	3-day suspension to removal	7-day suspension to removal
41. Harassing, threatening, or taking reprisal against an employee as a result of or in anticipation of a grievance, appeal, complaint, or other exercise of rights.	Written reprimand to removal	7-day suspension to removal	Removal

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42. Unauthorized possession of guns or other weapons on government premises.	Written reprimand to removal	Removal	
43. Striking or other work stoppage or slowdown.	Removal		
<u>Discrimination Related Issues</u>			
44. Illegal discrimination against one or more individuals on the basis of sex, race, religion, color, age, national origin, handicapping condition, marital status, or political affiliation.	1-day suspension to removal	3-day suspension to removal	Removal
45. Sexual harassment or other sexual misconduct.	1-day suspension to removal	3-day suspension to removal	Removal
46. Downloading or transmission of pornographic/sexually explicit materials by computer or other means.	1-day suspension to removal	3-day suspension to removal	Removal

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